



Oakthorpe, Donisthorpe & Acresford Parish Council

**Minutes of the Annual Council Meeting Held on Wednesday 13 May 2026
at 7:00pm Oakthorpe Leisure Centre (ME Sports), Measham Road**

Present

Cllrs N Antill-Holmes (Chair), D Warren, M Warren (Vice Chair), S Edwards, T Hawke, D Gelder, S Ellison, A Hancock-George

Kelly Grove – Parish Manager / Proper Officer / Responsible Finance Officer

Mike Ball – NWLDC Councillor

Adam Tilbury – County Councillor

Members of the Public (MOP): 0

Acronyms

ODA – Oakthorpe, Donisthorpe & Acresford

PC – Parish Council

LRALC – Leicestershire & Rutland Association of Local Councils

LCC – Leicestershire County Council

NWLDC – North West Leicestershire District Council

NALC – National Association of Local Councils

RFO – Responsible Finance Officer

PCC – Police & Crime Commissioner

PCSO – Police Community Support Officer

3VNs – Three Villages News MVAS – Mobile Vehicle Activated Sign

EA – Environment Agency CIC – Community Interest Company

Meeting Start Time: 7:00pm

0526001. Election of Chairman (2026–2027)

RESOLVED: Cllr N Antill-Holmes was nominated and elected as Chair. Unanimous. Declaration of Acceptance of Office signed and witnessed in accordance with s.83 Localism Act 1972.

0526002. Election of Vice-Chairman (2026–2027)

RESOLVED: Cllr M Warren was nominated and elected as Vice Chair. Unanimous. Declaration of Acceptance of Office signed and witnessed.

0526003. Amended Declarations of Members' Interests

None.

0526004. Apologies for Absence

Cllr Ellison advised they would be late.

RESOLVED: Apologies accepted. Unanimous.

0526005. Declarations of Interest

Members declared interests in accordance with s.31 Localism Act 2011.

Cllr M Warren – Trustee, Friends of ODA Memorial Grounds (non-pecuniary)

Cllr N Antill-Holmes – Trustee, Donisthorpe Youth Club (non-pecuniary);

Director, Colliers Field CIC

0526006. Public Question Session

No representations were made.

0526007. Approval of Minutes

RESOLVED: Minutes of the meeting held 8 April 2026 approved and signed by the Chair. Unanimous.

0526008. Council Governance Reviews

0526008.1 Review of Delegation Arrangements

Members reviewed delegation arrangements to committees and outside bodies. **RESOLVED: Delegation arrangements approved. Unanimous.**

Committee & Representative Appointments:

- **Finance Committee:** Cllrs Gelder, Antill-Holmes, Hawke, D Warren, M Warren, Edwards
- **Joint Burial Committee:** Cllrs D Warren, M Warren, Antill-Holmes, Hancock-George, Hawke
- **Allotments:** Cllrs M Warren, Antill-Holmes
- **Tree Wardens:-**
Donisthorpe/Orchard – Cllr Hawke;
Oakthorpe – Cllr M Warren;
Acresford – Cllr Gelder
- **Canal Trust:** Cllrs Hawke, D Warren
- **Moira Replan:** Cllrs D Warren, Hawke
- **Donisthorpe Community Group Support:** Cllrs D Warren, Hawke
- **Memorial Grounds Project:** Cllrs D Warren, Hawke
- **Donisthorpe CIC:** Cllr Antill-Holmes
- **Oakthorpe Leisure Centre Committee:** All councillors
- **Mercia Park/IM:** Cllr Gelder
- **Communications Group: -**
Cllrs Ellison, Hancock-George, Hawke, D Warren

0526008.2 Responsibilities of Councillors

- **Oakthorpe Play Area:** Cllrs M Warren, Hancock-George
- **Donisthorpe Play Areas:** Cllr M Warren (until NWLDC handover)
- **Pension, Safeguarding, Pay:** Cllr Antill-Holmes
- **Leisure Centre Key Holder:** Cllr M Warren
- **Alternate Key Holder:** Cllr Antill-Holmes
- **MVAS Data Collection:** Acresford – Cllr Gelder; Oakthorpe & Donisthorpe – Manager
- **Defibrillator Checks:**
Acresford & Donisthorpe – Manager;
Oakthorpe School Street – Cllr M Warren;
The Square – Manager;
Robins – Manager

0526009. Appointment of Internal Auditor 2026/27

RESOLVED: LRALC appointed to set ODA PC's internal auditor.
Unanimous.

0526010. Review of Standing Orders

RESOLVED: Standing Orders 2026 approved. Unanimous.

0526011. Review of Financial Regulations & Governance Documents

0526011.1 Financial Regulations

RESOLVED: Financial Regulations 2026 Approved. Unanimous.

0526011.2 Finance Committee Terms of Reference

RESOLVED: Finance Committee Terms of Reference Approved
Unanimous.

0526011.3 Leisure Centre Committee Terms of Reference

RESOLVED: LCC Terms of reference Approved. Unanimous.

0526011.4 ODA PC Risk Assessment 2026/27

RESOLVED: ODA PC Risk Assessment 2026/27 Approved. Unanimous.

0526011.5 ODA Action Plan (Updated May 2026)

RESOLVED: ODA Action Plan May 2026 Approved. Unanimous.

To be added to next agenda for review of achievable actions before end of term.

0526012. Police Matters

Reports received and noted: -

Forest/PCC Report (March 2026)

PCC Newsletter

Oakthorpe Patch Walk Report

Coronation Lane pinch point discussed – no further action. Members noted the small size and workload of the NWL Forest Beat Team.

0526013. Grounds & Recreation Areas

0526013.1 Annual Inspections & Grounds Updates

- Annual Play Ground Inspections completed – noted.
- LCC Rural Grounds Cutting – noted.
- Councillor play area checks – no issues reported.
- Grounds contractor – no items raised.

0526013.2 Allotments

0526013.2a Allotment Society Renewal

RESOLVED: AS Membership Renewal approved. Unanimous.

0526013.2b First Allotment Visit - Report noted.

0526013.2c Allotment Accounts - Published accounts noted.

0526013.2d Wildflower Area Funding Request

RESOLVED: Up to £100 approved for plant purchases. Receipts to be submitted. Unanimous.

0526013.3 Friends of ODA Memorial Group

Report received. Group exploring planning permission and design options for a 20ft container to be located within the Memorial Gardens. Considerations include appearance, decoration, and suitability for the site.

A general meeting of the Friends of ODA Memorial Gardens will take place on **2 June at 6:30pm** at the Halfway House. **Noted.**

0526013.4 Cleaning of Green Paths – Acresford, Oakthorpe Play Area & Green, Donisthorpe

The Manager was instructed to obtain quotations for path cleaning from:

- Richard Evans
- Grouse Jet Washing
- Blooming Gardens (dry cleaning to remove moss) **Noted.**

Acresford bridge path/road gutter is overgrown. **ACTION:** Cllr Gelder to provide photographs; Manager to report to LCC.

0526013.5 MOP Request – Inclusive Play Area Signs

A member of the public requested signage stating that all parish play areas are for the enjoyment of **all children**, not only those living on the surrounding estate.

RESOLVED: To produce and install signs in all parish play areas stating: **“This play area is for the enjoyment of ALL children.”** Unanimous.

ACTION: Cllr D Warren to order signs.

0526013.6 Brooks Close Play Area

The play area is owned by a management company. **Noted.**

0526014. Manager's Report

0526014.1 Three Villages News (3VNs)

Report received from Cllr Gelder.

3VNs requires additional volunteers to assist with producing each edition.

Noted.

0526014.2 Council Meeting Dates

Meeting dates for the forthcoming year were noted. 2nd Wednesday of each month excluding August.

0526014.3 Scheme of Delegation 2026–2027

RESOLVED: Scheme of Delegation approved. Unanimous.

0526014.4 Communications Group – Update & Annual Parish Meeting Actions

The previously organised parishioner event scheduled for **9 October 2026** has been cancelled. A new date of **27 April 2027** has been set for the **Parish Awards & Annual Meeting of the Parish.**

RESOLVED: To approve the new date of 27 April 2027. Unanimous.

A proposed Christmas craft event on **21 November** (tree decoration making) was discussed. No charge; a donation tin will be provided. **Noted.**

Pre-Election (May 2027) Parishioner Drop-In Sessions

Three sessions will be held for residents to meet councillors and review achievements:

1. **25 February 2027 – 6pm–8pm**
2. **26 February 2027 – 2pm–4pm**
3. **27 February 2027 – 10am–12pm Noted.**

0526014.5 Harvest Festivals – St John's with Parish Schools

Cllr D Warren reported concerns regarding venue capacity. Donisthorpe Primary School confirmed the church hall cannot accommodate the whole school at once.

An outdoor event was suggested to allow both schools to participate together. This would support schools' **evidence-based personal development, British Values**, and **inclusion framework** objectives.

ACTION:

- Cllr Warren to discuss outdoor venue options with headteachers.
- Communications Group to assist with liaison.
- Cllr Gelder to prepare a list of educational benefits.

0526014.6 Councillor Training

Councillors were reminded to review LRALC training opportunities. Training is required to maintain the Council's Bronze Award status. **Noted.**

0526014.7 Council Name Change – “ODA Community Council”

Members discussed potential costs (website, logo, signage). Matter delegated to the Communications Group.

To be raised with parishioners at the Apple Day event. **Noted.**

At 8:00pm, Cllr S Ellison arrived.

0526015. Correspondence

0526015.1 General Email Correspondence

Copies of relevant correspondence were circulated to members. **Noted.**

0526015.2 MOP Request – Defibrillator Signs with Access Codes

A member of the public requested clearer signage for defibrillators, including access code information.

ACTION: Cllr D Warren to order updated signs.

0526015.3 Schools Annual Council Awards

Cllr D Warren presented proposals for the annual school awards.

RESOLVED: To approve the purchase of four community trophies from Just Rewards at £10.50 each, plus engraving costs. **Unanimous.**

ACTION: Cllr D Warren to place the order with a local business.

0526015.4 Clear Council Insurance Renewal

Renewal cost for 2026/27 noted: **£3,416.95** (excluding Cyber Security).

Manager to investigate alternative providers for best value.

RESOLVED: To activate delegated authority for the Manager, supported by Cllrs Antill-Holmes, M Warren, and Hawke, from 13th May until 10th June 2026, to approve the insurance renewal. **Unanimous.**

0526015.5 RISE Grant Application

Members considered a funding request from the school.

RESOLVED: To approve a donation of £300 towards the school project. **Unanimous.**

Council to consider increasing the grant pot for 2027/28.

0526015.6 Villages Together Update

Correspondence noted, including MP support and letters to Housing & Transport Ministers. **Noted.**

0526015.7 Grit Bins – LCC Deadline 31 July

One potential location identified: **Stretton View, Oakthorpe**. Highways permission required due to pavement siting. Resident support needed due to parking constraints. **Noted.**

0526015.8 Risk Ready Community

Council invited to sign up for a parish resilience plan in partnership with the Donisthorpe group. **DEFERRED:** To June agenda.

0526015.9 MOP Concerns – Parking on Ramscliff Estate

Concerns raised regarding congestion during football training/matches, restricting emergency access. Suggestion made for a car park on the field. Awaiting NWLDC response. Double yellow lines suggested at estate entrance. Legacy funding may apply, but land access approval required first. **Noted.**

0526015.10 MP Meeting – Devolution Issues

Councillors invited to attend meeting on **Friday 29 May, 10am–12pm**, Barleston Community Centre (CV13 0JE). Cllrs M & D Warren to attend. **Noted.**

0526015.11 Dog Fouling Signs – School Competition

Schools to design “Pick up your poo” posters in autumn. To be linked to Apple Day event. Communications Group to coordinate. **Noted.**

0526015.12 Additional Correspondence

0526015.12a Planning Consultation – Measham Sewage Treatment Works

Application: Site extension and installation of kiosk. Applicant: Severn Trent Water Ltd. **RESOLVED:** No comments or objections.

0526016. Planning

0526016.1 Planning Consultations

26/00472/AG – Land Rear of 5 Church Street, Donisthorpe Agricultural building for machinery and fodder storage. **RESOLVED:** No objections.

25/01171/OUT – Rear of Coopers Close, Acresford Conversion/extension of garage to self-build dwelling (outline). **RESOLVED:** No objections.

25/01085/FUL – 43 Measham Road, Oakthorpe Demolition of bungalow; erection of two-storey dwelling. **RESOLVED:** No objections.

26/00442/FUL – 79 Moira Road, Donisthorpe Single-storey side and rear extension. **RESOLVED:** No objections.

0526016.2 Permissions / Other

Consent noted for works to two Lime Trees at Woodview, 21 Chapel Street, Donisthorpe. **Noted.**

0526017. District Council Report:-

District Councillor provided updates including:

- Gallows Lane issue
- Local Plan nearing Regulation 19 stage (public consultation expected late June)
- Moira Furnace improvements (waterproofing, resurfaced paths)
- Phase 2 proposals (£2.4m) for café, toilets, car park, play area, visitor centre
- Parkrun path improvements being pursued
- Conkers Discovery Centre redevelopment
- “Love Your Neighbourhood” project – potential parish litter-pick event on **20 June**

ACTION: Council to consider organising an event. **Noted.**

0526018. County Council Report

County Councillor provided updates including:

- Acresford Quarry meeting scheduled for **18 May**
- Flood alleviation work summary
- LCC Free Tree Scheme (linked to National Forest Company)

Cllrs Ball & Tilbury left the meeting at 9:02pm.

RESOLVED: Standing Orders suspended to continue meeting beyond 9pm. Unanimous.

0526019. Finance

0526019.1 Internal Audit Report

RESOLVED: Internal audit report approved. Unanimous.

0526019.2 Notice of Public Rights

Announcement date: **2 June 2026**. Inspection period: **3 June – 14 July 2026**.

RESOLVED: Council recognises the required announcement to inspect the accounts is 1 clear day after council approves AGAR & by June 30th. Requirements met. Unanimous.

0526019.2i AGAR Section 1

RESOLVED: Annual Governance & Accountability Return 2025/2026 Section 1 Approved. Unanimous.

0526019.2ii Explanation of Variances

RESOLVED: Council approve the explanation of variances statement for section 1 of AGAR 2025/2026 Approved. Unanimous.

0526019.2iii AGAR Section 2

RESOLVED: Annual Governance & Accountability Return 2025/2026 Section 2 Approved Unanimous.

0526019.3 Bank Reconciliation – April 2026

RESOLVED: Approved. Unanimous.

0526019.4 Payments List – April 2026

RESOLVED: Approved. Unanimous.

0526019.5 Additional Payments :-

£73.50 The National Allotment Society - [Power to maintain open spaces Public Health Act 1875, section 164 Open Spaces Act 1906, subsections 9, 10](#)

£676.80 Play Ground Inspections - [Power to maintain open spaces Public Health Act 1875, section 164 Open Spaces Act 1906, subsections 9, 10](#)

£3416.95 Clear Council Insurance - [Power to carry out council functions Local Government Act 1972ss. 101, 111 and 112](#)

£7.19 Amazon Laminating Pouches - [Power to carry out council functions Local Government Act 1972ss. 101, 111 and 112](#)

£10.77 Amazon Photo paper - [Power to carry out council functions Local Government Act 1972ss. 101, 111 and 112](#)

£15.95 Amazon – Extra Strong Laminating Pouches - [Power to carry out council functions Local Government Act 1972ss. 101, 111 and 112](#)

£67.96 Amazon Laminator -returned - [Power to carry out council functions Local Government Act 1972ss. 101, 111 and 112](#)

£94.03 Amazon Sinchi laminator - [Power to carry out council functions Local Government Act 1972ss. 101, 111 and 112](#)

£7.42 Heavy Duty Staples - [Power to carry out council functions Local Government Act 1972ss. 101, 111 and 112](#)

RESOLUTION: To approve payments listed. Approved unanimous

No additional payments received. **Noted.**

21.08pm

0526020. Proposal to Move into Confidential Session

RESOLVED: Approved.

0526021. Confidential Items

0526021.1 Burial Committee - No matters requiring resolution.

0526021.2 Leisure Centre – Flooding - No matters requiring resolution.

0526021.3 Tenant Update

RESOLVED: Council intends to pursue termination of the existing tenancy agreement and will seek legal advice before proceeding.

0526021.4 Performance Management

RESOLVED: Cllrs Antill-Holmes and M Warren to conduct review.
Unanimous.

0526022. Date of Next Meeting:-

Wednesday 10 June 2026 at 7:00pm, Oakthorpe Leisure Centre.

0526023. Meeting Closed:- 9:30pm

